

# Emergency Shelter Rehabilitation Request for Proposals

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## GUIDELINES

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May 2016

Community Shelter Board  
111 Liberty Street, Suite 150  
Columbus, Ohio 43215



## Table of Contents

- I. Introduction and Purpose
- II. Definitions
- III. Submission Requirements
- IV. Eligible Applicants
- V. Eligible Activities
- VI. Funds Available
- VII. Requirements
- VIII. Additional Information

## I. INTRODUCTION

Emergency Shelter Rehabilitation Funding is designed to provide funding for the rehabilitation or renovation of emergency homeless shelters. Funding is provided through funds appropriated for the City of Columbus Development Department. The Community Shelter Board (CSB) is issuing this Request for Proposals (RFP) on behalf of the City of Columbus Development Department. Funding approved in response to the RFP will be provided through a contract with the City of Columbus. The maximum that can be requested is \$350,000.

## II. DEFINITIONS

Emergency Shelter for homeless persons means any facility within the City of Columbus the primary purpose of which is to provide temporary accommodations for either all or specific populations of homeless persons.

Rehabilitation/Renovation means labor, materials, tools, and other costs of improving buildings, including replacement of principal fixtures and components of existing buildings; installation of security devices; and improvement through alterations or incidental additions to, or enhancement of, existing buildings, including improvements to increase the efficient use of energy in buildings, and structural changes necessary to make the structure accessible for persons with physical disabilities.

## III. SUBMISSION REQUIREMENTS

Eligible applicants should fully and concisely complete the attached application and submit the required attachments. Applicants should not include attachments that are not specifically requested (e.g., resumes, intake forms, service plans, etc.).

CSB must receive applications by 5 pm Friday June 3, 2016. Applicants must submit one original copy of the application. Faxed copies will not be accepted. Submit the completed application to:

Heather Notter  
Grants Administrator  
Community Shelter Board  
111 Liberty Street, Suite 150  
Columbus, Ohio 43215

#### IV. ELIGIBLE APPLICANTS

The 2016 Emergency Shelter Rehabilitation Request for Proposals will be open to emergency shelter providers (Huckleberry House, Lutheran Social Services, Maryhaven, Southeast, Volunteers of America Greater Ohio, YMCA, and YWCA).

#### V. ELIGIBLE ACTIVITIES

Costs associated with the repair, renovation, or improvement of existing emergency shelters serving homeless persons.

CSB will give priority to rehabilitation/renovation of residential areas of emergency shelters, such as client sleeping areas and restrooms.

#### VI. FUNDS AVAILABLE

A total of \$350,000 is available from the City of Columbus. Applicants may apply for up to the total available funds of \$350,000. Funds awarded will be paid by the City of Columbus to the grantee upon submission of an invoice and records necessary to document the expenditures of grant funds.

#### VII. REQUIREMENTS

##### Maintenance of Records/Audit/Reporting Requirements

The grant recipient must maintain records necessary to document expenditures of grant funds and match funds. The grantee must be able to detail which activities were paid with grant funds.

The grantee must maintain separate records on all project funds expended (grant funds and matching funds) and maintain an accounting system that provides documentation supporting receipt and expenditure of all grant funds. Examples of required records include canceled checks, bank statements, cash receipts, disbursement journals, vendor invoices, and vouchers.

The grantee will be required to submit progress reports to the City of Columbus, as requested, describing and accounting for expenditures made and describing activities undertaken during the grant period.

### Use as an Emergency Shelter

Shelters for which Emergency Shelter Rehabilitation funds are used must be maintained as shelters for the homeless for the following period, as applicable:

- ⟨ If the total project cost is 50 percent or less of the value of the building (prior to rehabilitation/renovation), the building must be maintained as an emergency shelter for the homeless for at least 5 years;
- ⟨ If the total project cost is greater than 50 percent of the value of the building (prior to rehabilitation/renovation), the building must be maintained as an emergency shelter for the homeless for at least 10 years.

### Other Requirements

In addition to requirements already noted, grantees must provide assurances that they comply with federal requirements as listed in the Certifications and Assurances section of the application.

## VIII. ADDITIONAL INFORMATION

For additional information or clarification of program requirements, contact Heather Notter at 614-715-2534 or [hnotter@csb.org](mailto:hnotter@csb.org).